

# Medical Front Office



**School:** SoCal ROC  
**Course ID:** 4242  
**Availability:** Call 310-224-4200  
**Weight:** 0.00kg  
**Dimensions:** 0.00cm x 0.00cm x 0.00cm

## Description

# Accelerate Your Future at SoCal ROC!

This one semester course is designed to prepare students to obtain an entry-level position in the front office of a doctor's office or medical clinic. Students learn administrative office skills including: receptionist duties, telephone techniques, appointment scheduling, introduction to insurance claims processing, financial management of the office, written communications, terminology and abbreviations.

Our students will be given the option to partake in an 160 hour externship and perform administrative and general competencies in a medical facility!

## Learn Valuable Industry Skills!

### 1. Anatomy and Physiology

- A. Defines and spells basic word parts pertaining to body systems.
- B. Uses basic medical terminology and abbreviations.

### 2. Fundamentals of the Health Care Field

- A. Medical specialties
- B. Medical professional organizations

C. AMA Principles of Medical Ethics

D. AAMA Code of Ethics

E. Code of Hippocrates

### **3. Medical law**

A. Medical Assistant Scope of Practice in CA

B. Standards of care for medical assistants

C. Patient confidentiality

D. Patient Bill of Rights

E. Informed consent

F. Professional liability

G. HIPAA Privacy Rule

### **4. Administrative Procedures**

A. Instructs patients on completing patient registration forms.

B. Utilizes appropriate medical abbreviations.

C. Schedules, coordinates, and monitors appointments.

#### **4. Patient Records and Filing Systems**

A. Utilizes electronic medical record (EMR) and paper systems.

B. Defines types of information contained in the patient's medical record.

C. Identifies methods of organizing the patient's medical record based on POMR/SOMR including SOAP.

D. Utilizes charting abbreviations.

E. Maintains patient confidentiality

## **5. Manual and Electronic Bookkeeping Techniques**

- A. Differentiates between accounts payable and accounts receivable.
- B. Describes billing and payment options.
- C. Explains the purposes of petty cash and cash on hand.
- D. Describes banking procedures.
- E. Reconciles a bank statement.
- F. Maintains payroll records.

## **6. Medical Insurance**

- A. Identifies types of third-party plans and policies.
- B. Describes processes for insurance verification, precertification, and preauthorization.
- C. Applies International Classification of Diseases (ICD-10-CM) and Current Procedural Terminology (CPT Coding).
- D. Utilizes the universal claim form when filing a claim.

### **• Professional Certification Opportunities!**

Designations offered to students completing our Medical Front Office course include

1. Medical Front Office Certificate of Competency
2. Medical Front Office Externship Certificate (upon completion of optional 160 hour externship)

## **Checkout Potential Career Options!**

Health Unit Coordinator  
Hospital Admit Clerk  
Medical Receptionist  
Medical Records Technician

## Medical Secretary

### Prerequisites

**Thank you for your interest in enrolling in the SoCal ROC Medical Front Office program. The following is information about the program.**

### High school

? Open to Grade Levels 9-12th

### Adults

? Completion of a HIGH SCHOOL DIPLOMA or GED (translated into English) is strongly suggested, not required.

? Purchase of apparel and materials is required. Please contact registration for full list.

### Schedule

**Complete in 1 Semester:** T/Th from 4:15pm - 7:00pm (HYBRID)

To access the most recent course schedule please call registration or click the link under Course Information. Please be advised schedule is subject to change and dependent on enrollment.

### High School Info

### Benefits of CTE

After completing courses in CTE, you will have a clearer vision of your future career path and what the next steps will be. Career Technical Education allows high school students to see what options are out there and see first-hand what careers they enjoy and thrive in. Whether you decide to enter the workforce, pursue a trade or apprenticeship, or apply to college, CTE adds to the traditional high school experience and is designed to prepare you for the next stage in your life.

## Earn High School Credit!

You can earn 5 elective credits and satisfy CSU/UC Admissions Requirements » G - College Preparatory Elective (upon completion of this course and another G elective)

## Ready To Enroll?!

Call our [Career Guidance Specialist](#) or register through your home school counseling offices and receive priority through pre-registration for classes that meet from 1:15 - 4:15 and 4:15 - 7:00 p.m.

### Course Location

#### HYBRID

**Address:** 2300 Crenshaw Blvd., Torrance, CA 90501 U.S.

**Phone:** 310-224-4200